

LANCASTER COUNTY  
LANCASTER MANOR - STAFFING SPECIALIST

#### NATURE OF WORK

This is responsible administrative work performing varied departmental and administrative duties.

Work includes developing improved methods and procedures for department operation; and studying special administrative problems and recommending policies, procedures, and forms to improve departmental operation; and overseeing personnel actions related to employees within the Department. Work involves interpreting rules and policies; reviewing and answering routine complaints; interviewing, hiring, and evaluating subordinate staff. The work requires considerable initiative and independent judgement. An employee in this class may act for the Department Head as required concerning Personnel matters. General supervision is received from the Department Head with work being reviewed in the form of conferences, written reports and results achieved. Supervision may be exercised over subordinate staff.

#### EXAMPLES OF WORK PERFORMED

Analyze administrative problems and develop improved policies, and forms in order to improve departmental operation; review and answer questions and routine complaints from co-workers and the public.

Serve as the advisor to the Department Head on matters including employee attendance, job performance, disciplinary actions and adherence to facility policies and procedures.

Develop and maintain a variety of statistical and operational reports and procedures; prepare special analyses and reports, as requested.

Work directly with the interviewing, hiring and evaluating of Manor staff; enforce personnel and administrative procedures; plan departmental staff training programs; coordinate new employee orientation.

Administer the personnel system within the department including processing personnel action forms and advising supervisors on personnel matters as needed.

Relieve Department Head of designated administrative duties concerning the operation of the department; act on behalf of Department Head concerning Personnel matters in his absence or as directed.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern Human Resources administration or practices.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of laws, statutes, and regulation regarding FLSA, ADA, Affirmative Action, EEO, and associated laws.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public or business administration, psychology, political science, English or related field; and experience in a responsible administrative and supervisory capacity.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or related field or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

10/01

PS2334